

**HOLY SAVIOR MENARD CENTRAL HIGH SCHOOL  
ALEXANDRIA, LOUISIANA**

**CONTRABAND CONTROL AND DRUG POLICY**

Holy Savior Menard Central High School strives to provide a spiritual and academic atmosphere in which students can learn to the best of their ability and mature into strong Christian citizens.

We consider the student use, possession, and/or distribution of illegal drugs, drug-related paraphernalia, controlled substance, tobacco products, intoxicating beverages and illegal contraband, including but not limited to firearms deemed by the administration to be weapons or dangerous instrumentalities on campus or at any school related function, to be completely unacceptable and intolerable.

#### SCOPE OF POLICY

All students of Holy Savior Menard Central High School are subject to random drug testing and/or periodic random searches by whatever means or methods deemed necessary by the administration. These include, but are not limited to, hair sample analysis, use of canine units, searches of person, personal effects and/or vehicles used by students.

Any student found to be in violation of the above is subject to disciplinary action as determined by the school administration.

Any visitor to the campus found using, possessing, and/or distributing illegal drugs, drug-related paraphernalia, controlled substances, and illegal contraband, will be turned over to local authorities.

#### INITIAL SETUP

1. A set of random numbers will be established and individually assigned for identity protection to each current students in grades 7-12. The Principal and the Assistant Principal (Administration) will be the only individuals with knowledge of the random number/student relationship.
2. Numbers will be chosen randomly to facilitate testing on the predetermined testing days. Students picked by lot on screening days will report to the office to participate in the sampling procedure. The number of students chosen will correspond to the available testing days in a school term and the budget available for our drug screening program.
3. Students may also be chosen to be tested if, in the opinion of the Administration, their actions and attitudes show reasonable suspicion that they might be under the influence of a controlled substance.
4. A standard screen covers a period of approximately ninety (90) days. The hair sample is cut as close to the scalp as possible and the most recent 3.9 centimeters (approximately 1 ½ inches) are tested.

#### TESTING PROCEDURE

1. Hair can be collected from several locations on the head. Body hair can be used as an alternative to cranial hair. Arm, leg, and chest hair (male only) are appropriate in this testing procedure.
2. The student to be screened fills out the appropriate paper work to establish proper identification. The student will then receive the predetermined randomly assigned number in a sealed envelope. The student will have the opportunity to list any and all medications taken in the last ninety (90) days.
3. The facilitator will remove approximately 3.9 centimeters of hair from the individual. The sample is placed into the proper receptacle with the root end clearly marked. The sample is then deposited into the first of two receptacles for storage. The student identifies the storage devices with their initials. The final protection against tampering is an adhesive, tamper-proof strip placed over the final packaging.
4. The acquired samples are then placed into a safe location inside the school's vault. The school will send the samples to the testing center on a weekly basis. The company, Psychomedics, reports all negative results within 24 hours of the receipt of the samples. All initial positives are confirmed using Gas chromatography/mass spectrometry (GC/MS) and will be reported within three (3) days.
5. Upon request to Psychomedics, negative hair sample may be sent to Holy Savior Menard and returned to the student.

## NOTIFICATION OF RESULTS

1. To eliminate the possibility of reporting a false positive due to possible cross- reactivity with the substances such as over-the-counter medications, Psychemedics automatically confirms by GC/MS all positive results.
2. The Principal will receive the results from Psychemedics.
3. A positive test result will be communicated by a telephone call from the Principal to the parent and/or guardian of the student.
4. The parent and/or guardian as well as the student will meet with the Principal to discuss the situation. Attendance by a school guidance counselor is an option only made available upon request of the parent and/or guardian.
5. A parent and/or guardian may choose to have a retest done as well as acquire the services of a Medical Review Officer at their own expense if they are not satisfied with the findings of the test.
6. For all positive test results, a school retest date will be established one hundred (100) calendar days from the meeting. Retest is at parent's expense.
7. The Principal will provide the parent and/or guardian with a list of available services for substance abuse in the community. The responsibility to utilize these services rests with the student and their family.

## RETEST PROCEDURE

1. On the scheduled date, a student who tested positive will be tested following the procedures as stated above.
2. All students who test negative may be subject to another random test at the school's expense at a later date during the school year.

## CONSEQUENCES

1. A student who refuses to be tested/retested will be dismissed from Holy Savior Menard.
2. Any student deliberately tampering with results, falsifying records, or attempting to make financial profit from this test procedure will be dismissed from Holy Savior Menard.
3. A student who tests positive on the retest will be dismissed from Holy Savior Menard.
4. A student who tests positive of two (2) consecutive school years will be dismissed from Holy Savior Menard.
5. A student who has removed all hair appropriate for testing purposes will participate in urine testing. Urine testing will be equivalent to the same ninety (90) day background as the hair sampling. The excess costs of the urine tests will be borne by the parent.

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**Once a student has enrolled at HSMCHS, parents will be required to complete, sign and return several forms printed in the parent - student handbook. The acknowledgment of the contraband - drug policy is included there.**